EDITED KSA LISTING

CLASS: **ACCOUNTING ADMINISTRATOR III**

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive understanding of Accounting principles and procedures (i.e., Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, Government Accounting Standards Board, Financial Accounting Standards Board and other related publications), as it relates to a very large and complex governmental accounting organization including
K2.	Comprehensive understanding of the accounting process and the interaction between governmental accounting and budgeting.
K3.	Complete understanding of the uniform accounting system, procedures, laws, rules, and regulations of the State of California as related to a very large and complex governmental accounting organization
K4.	Comprehensive knowledge of sound business management practices, including hiring, training, communication, and personal interaction
K5.	Comprehensive understanding of the functions of the Control Agencies and their inter-relationship with the department's financial organization.
K6.	Comprehensive knowledge of Business Law principles as it relates to a governmental entity
K7.	Comprehensive knowledge of principles and techniques of personnel management and supervision
K8.	Comprehensive knowledge of techniques for planning, organizing,, and directing the work of others to efficiently accomplish the goals and objectives of Accounting Services.
K9.	Comprehensive knowledge of the Department's Equal Employment Opportunity objectives as related to Accounting Services.
K10.	Comprehensive understanding of a manager's role in the Equal Employment Opportunity program and the process available to meet the Equal Employment Opportunity objectives

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K11.	Comprehensive knowledge of safety policies and regulations within a work environment.
K12.	Thorough knowledge of concepts of audit methodologies, internal control structures, and accountability.
K13.	Thorough knowledge of legal requirements impacting governmental accounting.
K14.	Thorough knowledge of methods and techniques of automated accounting systems, including use of applicable software packages and equipment.

Bold text-indicates not on Classification Spec.

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CLASS: **ACCOUNTING ADMINISTRATOR III**

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability

	Skill to:
S1	Effectively facilitate meetings to achieve a resolution
S2	Identify critical items or issues to be researched for management's resolution.
S3	Instill and motivate staff to meet and exceed career and upward mobility expectations
S4	Effectively communicate orally and in writing
S5	Administer sound judgment and good work ethics
S6	Direct the application of accounting principles and procedures to continue effective and efficient operation of a very large complex accounting organization
S7	Analyze data and draw sound conclusions in a very large complex accounting organization
S8	Analyze situations accurately and devise an effective course of action in a very large complex accounting organization
S9	Direct the preparation of clear, complete, and concise reports
S10	Effectively manage a cooperative work environment for internal and external stakeholders.
S11	Effectively manage the department's Equal Employment Opportunity (EEO) objectives

Bold text-indicates not on Classification Spec.